

Meteorology and Air Quality Group
EMPLOYEE TRAINING NEEDS

This form is from MAQ-024

Supervisor documentation of employee's training needs.

I have reviewed this employee's job, considering planned job duty changes, and I have determined that this employee will require training to the following procedures and/or courses (in addition to training required for all group members):

Procedure number or course title: _____

Procedure number or course title: _____

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Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Procedure number or course title: _____

Comments (optional): _____

Employee signature

Name (print)

Z no.

Date

Supervisor signature

Name (print)

Date

Supervisor: Submit this form to the group training coordinator.